

Heartland Baptist Bible College

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applying For	Date of Application		
Last Name	First Name	Middle Name	
Address	City	State	Zip code
Telephone Number	Social Security Number		

Are you currently attending or will you be enrolling next semester? YES NO

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO

Have you ever filed an application with us before? YES NO
If Yes, give date _____

Have you ever been employed with us before? YES NO
If Yes, give date _____

Are you currently employed? YES NO

May we contact your present employer? YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES NO
(Proof of Citizenship or Immigration status will be required upon employment)

On what date would you be available for work? _____

Have you been convicted of a felony within the last 7 years? YES NO
If yes, please explain _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? YES NO

EDUCATION

Are you a High School graduate? YES NO Year Graduated _____

	High School	Undergraduate College/University
School Name and Location		
Years Completed	9 10 11 12	1 2 3 4
Diploma/Degree		
Describe Course of Study		
Describe any specialized training, apprenticeship, skills and extra-curricular activities		

Indicate any foreign languages you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organization which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Address	City, State, Zip Code	Telephone
Supervisor/Manager	Reason for Leaving	Salary Earned	Dates Employed
Work Performed _____			

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What special skills do you have? (computer work, typing, etc...) _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Application will be kept on file, both for reference and referral, for a reasonable period of time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview YES NO

Remarks _____

INTERVIEWER DATE

Employed YES NO Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

Upon completion, please return this application to the Finance Office. It may be faxed or mailed, in addition to being personally delivered.

Heartland Baptist Bible College
4700 NW 10th St
Oklahoma City, OK 73127
Fax: 405-943-9434
Phone: 405-943-9330